

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT
(CORRECTED)

INTERNAL/EXTERNAL POSTING

APRIL 16, 2008

5 PAGES

Title:	Licensed Practical Nurse	Position No.:	51519
Division:	Disability Services	Pay Band:	3
Location:	Montana Developmental Center Boulder, MT 59632	Union:	AFSCME
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	\$27,418 - \$30,561.99 annually depending on qualifications.		

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632. Applications may be faxed to 406-225-4414 or e-mailed to Cbirtcher@mt.gov. Open recruitment - this position will remain open until filled.

SPECIAL INFORMATION: Position 51519 - Hours: 2:00 pm to 10:00 pm Days off - Monday and Tuesday. Job share and/or part-time work is a possibility. Ride-share usually available from Helena and Butte.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Specialist at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

ESSENTIAL JOB FUNCTIONS:

As delineated below the duties of the LPN include, assisting with and performing as directed, the admission assessment of new clients, performs daily and continual assessments of the individual clients mental health and well-being, administers medication and performs medical treatments as prescribed by the doctor, reports to the RN and/or doctors of any ongoing health concerns or side effects of medical treatment, or medication, transcribes and processes physician orders, responds to emergency situations and directs and administers first aid and care as first responders on the scene, directs, as assigned, and assists with various medical clinics with contracted physicians in and outside of the facility. Transports clients to and from medical appointments as assigned on and off grounds. Occasionally accompanies clients on recreational outings, operates as liaison between the direct care staff and treatment team and the doctor for any medical or health concerns. Teaches/trains/certifies staff, as directed in first aid, CPR, blood-borne pathogens and proper lifting techniques and the handling of medically contaminated wastes.

A Assesses clients mental/physical/emotional well-being using knowledge of acute and chronic medical conditions and complications, disease processes, nursing principles, terminology, techniques and practice, the ability to make independent determinations and skill in the use of diagnostic and medical equipment and technology.

ESSENTIAL JOB FUNCTIONS: - continued

- 1 Admission assessment of new clients which may include; conducting or assisting with assessment. Gathering information for and contributing to the health and medical history, history of substance abuse, skin, respiratory, cardiovascular, gastrointestinal conditions, neurological conditions, appearance, consciousness, coordination, mood, behavior and activity level. Using knowledge of medical and behavioral nursing procedures and medical policies and the ability to effectively communicate with verbal and nonverbal clients.
 - 2 Daily and continual assessment of individual clients physical, psychological, emotional and behavioral well-being. This process includes a physical assessment, review of systems, vital signs, interviews with the client, gathering and documenting of information and recommending further referral when appropriate. Observational skills must be highly attuned and adept as our clients may not be able to communicate well.
 - 3 Provides information for and contributes to the development of the individual treatment plan using assessment skills, knowledge of nursing theories, medical conditions and complications, principles and practices of nursing and interpersonal relations.
 - 4 Assesses needs and implements psychiatrists and/or physician orders for mentally ill clients prone to self harm, for protection of themselves and others by evaluation of physical/mental condition, environmental situations and emotional status.
 - 5 Assists RN's and physician's in order to determine medical treatment plans by providing assessment results. Provides physical management of uncooperative clients, prioritizes clients problems and makes recommendations regarding client treatment. Conducts, as assigned, any specialty clinics (ie: podiatry, eye clinic) etc.
 - 6 Documents results of assessment information in order to maintain accurate and legible records.
- B Treats a variety of medical, psychological and behavioral conditions using knowledge of medical conditions and complications, nursing principles, pharmacology, terminology, techniques and practices. Skill in using a variety of diagnostic and medical equipment. The ability to make independent determinations.
- 1 Administers medications and medical treatment and approves and monitors the implementation of treatment plans using knowledge of pharmacology, adverse reactions from medications, treatment procedures and skill in the use of a variety of medical equipment.
 - 2 Provides medical and sometimes physical management to clients, which involves direct nursing care, crisis intervention, emergency services and implementation of medical protocols.
 - 3 Performs various and complex nursing procedures to clients such as colostomy and urostomy care, diabetes management, asthma management, oxygen therapy, catheterizations, and intravenous therapy, using knowledge of nursing skills and clinical practice.
 - 4 Ensures that all clients are current on their immunizations reviewing and searching client's records and updating records as needed via providing immunizations.
 - 5 Serves, in conjunction with the RNs on the interdisciplinary team, as the resource in the area of nursing care and patient management by discussing topics such as the assessment of client's physical and emotional conditions, evaluation of the client's physical planning and evaluation of treatment goals, the therapeutic interventions and client's progress. The interdisciplinary team typically consists of RN/LPN, UC(unit coordinator), PA(psychiatric aide), psychologist, social worker, client, QRMP(qualified mental retardation professional), vocational department aide, recreational aide, communications department, occupational and physical therapist and TPS(treatment and programming specialist).
 - 6 Documents client information such as the response to treatment and care plans, unusual reactions, behaviors, medical concerns and changes using established forms as per policy.
 - 7 Acts as liaison between the interdisciplinary team and direct care staff, clients and the physician relaying pertinent medical information to all parties involved. Documents and records communications thoroughly and effectively.
 - 8 Monitors, directs and advises all medical care given by non-medical staff.

ESSENTIAL JOB FUNCTIONS: - continued

- 9 Participates in the placement of clients by ensuring an adequate supply of medication is sent with the client by notifying the pharmacy as necessary and packaging any unused medications to be sent with the client. Provides information about the client to the receiving staff.
- 10 Accompanies clients on recreational outings to provide for proper monitoring of medical needs and/or any emergencies. This may include an overnight stay.
- C Serves as charge nurse coordinating the medical care and nursing staff during the assigned shift as required and assigned.
- D Orients and familiarizes new staff members with duties, institution safety, security, policy and procedures on the job.
- E Attends continuing education seminars appropriate to position and profession, self and staff.
- F Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- G Cooperates with other staff and demonstrates respect for other employees, which contributes to a positive and efficient working environment,

II HEALTH AND WELLNESS EDUCATION;

- A Educates groups of clients about first-aid, CPR, STD's, diet and nutrition, physical fitness, anti-tobacco and other health enhancing programs. To educate the clients in positive health and wellness life styles using a variety of short verbal illustrations/demonstrations.
- B Meets with and educates individual clients to address private health concerns that require education based on particular health issues resulting from a medical condition or habits to ensure the clients have basic knowledge and understanding of methods to treat or correct the problem using information provided by a physician or other health care professional.
- C Oversees, monitors, trains and educates staff in routine medical care, the monitoring of medication side effects, CPR, and first-aid to ensure optimal daily care is provided by direct care staff using physician orders, nursing knowledge, theories, state federal and local laws, Board of Nursing standards, State of Montana administration rules, facility designed manuals and policies and other medical protocols specific to the care provided.
- D Trains and/or educates staff in the proper handling of medical wastes, universal precautions, sanitation procedures, medical isolation and management of clients at risk to be exposed or to expose others to communicable diseases or illnesses.

III-RELATED DUTIES;

- A Transports clients to or from medical destinations and/or other destinations as determined by facility, using state owned vehicles according to facility and state policies.
- B Consults with staff regarding the recreational activities the client/clients are engaged in to ensure activities promote physical fitness and avoid sports-related injuries using physician orders and/or nursing knowledge.
- C Responds to emergencies as a member of the treatment team to seek runaways and gain control of disturbances. Administers medical care and treatment and manage natural disasters such as earthquakes, fires, flood, etc. Follows Emergency Preparedness policies and procedures.
- D Oversees clients during routine operations or movements and on field trips to ensure clients participate in scheduled activities according to facility program and security and safety policies.
- E Cleans instruments, equipment and office space to maintain a clean environment using janitorial supplies as needed.

F Orders and maintains an inventory of medication, medical supplies and equipment in the units and in other facility buildings that are needed to provide services to the clients using a fax machine, telephone, computer and following facility purchasing and inventory policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge-considerable knowledge of nursing theory, public health principles, concepts, terminology, techniques, equipment and practice. Extensive knowledge of psychiatric illnesses, psychopharmacology, human growth and development. Causes of developmental disabilities and issues resulting from physical and sexual abuse. This knowledge is typically acquired from an accredited school licensed in the state of Montana as an LPN. Will be certified in CPR and advanced Mandt techniques in managing people.

Skills-must be highly skilled in the use of medical supplies, equipment and advancing technology in nursing practice in a population of people who may be uncooperative, noncompliant and physically aggressive. Nurses must be as proficient in communication skills, including written, spoken and non-verbal skills, as they are in clinical skills. Must be highly skilled in observation, techniques in order to adequately and thoroughly assess for individual clients needs.

Abilities-must have knowledge of the structure and content of the English language including the meaning and spelling of words. Rules of composition and grammar, must be able to comprehend complex, oral or written, physician orders involved in the carrying out of clinical skills, must have the ability to communicate information and ideas in ways all will be able to understand. Must have the ability to use complex algebraic theories and solutions to dispense medications accurately and know if the prescription is improperly written or mislabeled. Must have the ability, foresight and intuition, to tell when something is wrong or is likely to be wrong. Must have the ability to apply general rules to specific problems to develop answers that make sense, and to combine pieces of information to form a conclusion. Must have the ability to react calmly, efficiently and effectively in emergency situations and sometimes in dangerous situations. Must be able to establish and maintain effective working relationships with fellow employees, other agencies, professionals, parents, advocates and the general public. Must be able to assume, responsibility for professional growth and development. Must have the ability to be flexible.

EDUCATION AND EXPERIENCE REQUIRED:

Knowledge, Skills, and Abilities are acquired through graduation from an accredited school of practical nursing and a minimum of 12 months experience as a Licensed Practical Nurse. Experience in a health care facility with knowledge of managing symptoms of the developmentally disabled, client education principles, client's rights, developmental disabled treatment planning, psychopharmacology and basic group techniques. Will be certified in Basic Life Support and competent in Advanced MANDT techniques of managing people. Complies with Department, Division and Unit policy and/or direction and consults as needed or required with supervisors to obtain clarification or address concerns to ensure the provision of appropriate client care and treatment. Must be currently licensed as a Practical Nurse in the State of Montana. Must have a valid Montana Driver's License. If no applications are received from fully qualified applicants a training assignment at a lower pay grade will be considered.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a band 3 on the state's general pay plan. Permanent, full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve

(12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, reference checks and an extensive background check. Application materials required are:

1. Current MDC employees must submit a signed and completed Bid Request Form.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to Cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
3. Copy of LPN license and Certification in I.V. Therapy.
4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Application materials can be obtained from the Montana Developmental Center Personnel Office.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.